

CLASS TITLE: MEDICAL EXAMINER INVESTIGATIVE AGENT

Class Code: 02720800

Pay Grade: 26A

EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To conduct medical-legal investigations of deaths reported to the Office of State Medical Examiners (OSME); to assist in determining the jurisdiction of the Office of State Medical Examiners over reported cases; to actively assist in the performance of post-mortem examinations; to maintain mortuary facilities, related offices and equipment; to be responsible for the removal, pick-up and transportation of bodies of decedents to the State Morgue; to obtain follow-up information to help the Medical Examiners determine cause, manner and circumstances of death; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior from whom general and specific assignments are received; work is received upon completion for compliance with law, policies and procedures.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct medical-legal investigations of deaths reported to the Office of State Medical Examiners (OSME); to assist in determining the jurisdiction of the Office of State Medical Examiners over reported cases; to actively assist in the performance of post-mortem examinations; to maintain mortuary facilities, related offices and equipment; to be responsible for the removal, pick-up and transportation of bodies of decedents to the State Morgue; to obtain follow-up information to help the Medical Examiners determine cause, manner and circumstances of death.

To receive and evaluate initial reports of deaths to the Office of State Medical Examiners to assist in determining the OSME jurisdiction over cases.

When appropriate, to investigate circumstances surrounding reported deaths including preliminary body examinations at scene and report such findings to the Chief Medical Examiner or one of his/her designees.

To obtain medical, law enforcement, occupational or other historical data on cases accepted for jurisdiction; to obtain and record adequate information in order to produce the issuance of a complete certificate of death.

To document findings of medical-legal investigations of deaths reported to the Office of State Medical Examiners in a typed narrative and other entries in the computerized database.

To take possession, document and secure all articles of property of the deceased on or about the body and deliver the same to the Office of State Medical Examiner, law enforcement or a member of the family according to the circumstances and maintain a legally defensible chain of custody.

To be responsible for the removal, pick-up and transportation of bodies of decedents to and within the State Morgue and be responsible for the operation and minor maintenance of OSME vehicles.

To document the identification of decedents and the dates, time and parties involved.

In accordance with established procedures, to release bodies to authorized persons; to record the receipt, examination, and release of decedents and the dates, times and parties involved and assist in keeping other mortuary records both written and electronic.

To actively assist the pathologists in the performance of post-mortem examinations including eviscerations under direct supervision of a medical examiner when appropriate.

To take digital photographs to document pertinent findings at the death scenes, the condition of the body, clothing, evidence and property at the scene and when examined at the OSME; and under the direction of a pathologist, take photographs of pertinent findings during inspections and autopsy examinations.

To link digital photographs to the corresponding case in the computerized database and create back up copies of the images when directed.

In accordance with established procedures, to document and maintain a chain of custody for evidence and specimens collected from and around the body at the scene and during postmortem examinations utilizing both written and electronic forms.

To clean and maintain examination, body storage and laboratory facilities, related offices and laboratory equipment and instruments; and dispose of biological/medical waste, as directed.

To maintain, store and discard tissue fixed in formalin and file histology slides.

To take X-rays, assist in answering telephones and do laundry.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the laws, policies and procedures related to the receipt, possession and release of bodies; a working knowledge of the principles, practices and techniques required in the performance of medical-legal investigations; a working knowledge of the rules of evidence and the ability to maintain a legally defensible chain of evidence; an understanding of the necessity for cleanliness and safety precautions in a laboratory; and the ability to perform mortuary and scene duties; the ability to obtain and accurately document information needed for the adequate evaluation of deaths of medical-legal significance, utilizing written and computerized forms and a digital camera; the ability to operate a motor vehicle for the transportation of bodies and other daily tasks; the ability to communicate with police, medical personnel and other investigatory agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible position in the field of medical-legal death investigation (including supervised examination of the scene of death), as an emergency medical technician, physician's assistant, nurse or laboratory scientist.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

Conditions of appointment:

1. At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.
2. Must possess and maintain a valid motor vehicle driver's license.

Class Created: November 2, 2014